



71st Session

LA Clerks of Court Institute

August 20-23, 2024

Baton Rouge Crowne Plaza

4728 Constitution Avenue, Baton Rouge, LA 70808

(225) 925-2244

About the Institute

The Louisiana Clerks of Court Institute provides continuing education and professional development for clerks and deputy clerks of court. The Institute is designed to meet the certification requirements of the Louisiana Clerks of Court Association (LCCA).

This 2-1/2 day program offers a slate of outstanding speakers and panelists addressing a variety of technical, motivational, management and job-related topics. The Institute provides a forum for clerks and deputies to share experiences through networking and to find solutions to improved work procedures.

Certification

A total of 50 points must be earned to become a Louisiana Certified Clerk of Court (CCC) or a Certified Deputy Clerk of Court (CDCC). These points are comprised of experience and education requirements recognized by LCCA. Since 1990, 176 clerks and 866 deputies have been certified. **Applications are available on request.**

Recertification

Once certified, a clerk must earn 50 additional points within a four-year period for recertification. At least 30 of these 50 points should be earned from the LCCA Institutes. Remaining points may be earned from attendance at other programs sponsored by the International Association of Government Officials (IGO), the National Center for State Courts, the Election Center and other approved agencies. Certificates of attendance are required. Deputies are not required to be recertified.

Attendance

Attendance records will be maintained for certification purposes. Participants will receive credit for only the sessions they attend. Persons who attend all sessions and miss no more than 10% (approximately 1.5 hours) will receive credit for the entire program. Persons who miss more than 10% will receive credit for only the hours attended. **Note: This Institute is approved for 15.25 CLE hours for attorneys.**

Register Today!

Registration should be received prior to July 30. Checks should be made payable to Louisiana Clerks of Court Institute. The cost is:

- * \$300/person for parishes without LCCA Associate Membership
- * \$275/person for parishes with LCCA Associate Membership
- * \$25 discount for each additional person after first 5 register (discounts are for full-time registrants only)
- * \$175/person for one day rate (no sharing registrations)
- * \$100/person for one session only
- * \$25 late fee after July 30

This fee includes all course materials, break refreshments, luncheons and socials. Full refunds will be made for cancellations by July 30. A \$50 cancellation fee will be held from August 1-9. Thereafter, no refunds will be made.

Hotel Accommodations

A block of rooms has been held at the Baton Rouge Crowne Plaza. Call (225) 925-2244 and ask for the LA Clerks of Court room block (Code CCI). Rate is \$107 and includes a breakfast in the meeting area each morning. You can also register online by asking Billie to forward you the link or clicking on it at the Clerks website. **Please do not try to book a "government" rate room, because you will be outside our block and breakfast is not included.**

These rooms will be held until **July 30**; thereafter availability of rooms and rates may change. Check-in time is after 4 p.m. and check-out is 11 a.m.

Got a Question?

Contact Billie Tripp, Coordinator, PO Box 1029, Gonzales, LA 70707-1029; 225-644-0619; fax (225) 644-0122; cctripp@eatel.net.

71st Session Louisiana Clerks of Court Institute

Program Agenda

August 20-23, 2024 - Baton Rouge Crowne Plaza

Tuesday, August 20

5:00-7:00 p.m.

Complimentary Social (Premier 1)

Sponsored by

- **Cott Systems, Inc.**
- **KINETIX**
- **Kofile Technologies, Inc.**

Wednesday, August 21

7:00-8:30 a.m.

Registration Open

7-8:30 a.m. **Breakfast** (Premier 1)

8:30-8:45 a.m.

Welcome & Remarks (Premier 2-3)

- Louis J. Perret, President, Clerk, Lafayette Parish

8:45-10:15 a.m.

GENERAL SESSION (Premier 2-3) **"The Clerks' Office: Yesterday, Today and Tomorrow"**

(from Manual to Digital and Beyond)

- Nancibelle Vallee Hardy, Director of ITS, Calcasieu
- Garrett Miller, Asst IT Director, Calcasieu
- David Benton, Director IS, Jefferson
- Greg MacMaster, MIS Director, EBR
- L. Davis Silk, III, Benefits Analyst (LCRAA)

10:30 - 12 noon

GENERAL SESSION

"2024 Legislative Update"

- Debbie Hudnall, Exec. Dir., LCCA

12 - 1 p.m. **Luncheon** (Premier 1)

1:15-2:00 p.m.

GENERAL SESSION

"2024 Legislative Update" (Cont'd)

- Debbie Hudnall, Exec. Dir., LCCA

2:15-3:15 p.m.

CONCURRENT WORKSHOPS

A. "Clerks 101" (Clerks Only)

- Debbie Hudnall, Exec. Dir., LCCA

B. Deputies: "Expungements from A to Z: I Promise You Your No-Good Nephew Will Be Calling"

- Chandra Gipson, Criminal Supervisor, Ascension

C. Deputies: "How Aware Are You: Personal Branding and Self Awareness"

- Dr. Karen Goodridge, Coach & Educator, KG Consulting Group

3:30-4:30 p.m.

CONCURRENT WORKSHOPS

A. "Clerks Only" (Cont'd)

- Debbie Hudnall, Exec. Dir., LCCA

B. Deputies: "Protective Orders"

- Patricia Douglas, Hearing Officer, 23rd Judicial District Court
- Darla Logan, Supervisor, Protective Orders, Lafayette Parish

C. Deputies: "Team Building: Understanding the Role You Play in the Dynamics of an Effective Team"

- Dr. Karen Goodridge, Coach & Educator, KG Consulting Group

5:00-7:00 p.m.

Complimentary Social (Premier 1)

Sponsored by

- **Antares Technology Solutions**
- **i 3 Verticals**
- **Revolution Data Systems, LLC**
- **Tybera**

Thursday, August 22

7:00-8:30 a.m.

Breakfast (Premier 1)

8:30-12 noon

GENERAL SESSION

"Commissioner Mock Training"

(Premier 2-3)

- Sherri Wharton Hadskey, Commissioner of Elections LA Secretary of State

12:00-1:00 p.m. **Luncheon**

1:15-2:45 p.m.

CONCURRENT WORKSHOPS

"One Size Does Not Fit All: Relevant Information for Your Size Office"

A. Smaller Parishes

- (0-20 employees)
- Brian Flynn, Clerk, Claiborne

- Kim Turlich-Vaughan, Clerk, Plaquemines

B. Medium-sized Parishes

(21-60 employees)

- Annette Fontana, Clerk, Lafourche
- *Bridget Hanna, Clerk, Ascension*
- *Robin Hooter, Clerk, Rapides*

C. Larger Parishes

(over 60 employees)

- Louis J. Perret, Clerk, Lafayette
- Jon Gegenheimer, Clerk, Jefferson
- Lynn Jones, Clerk, Calcasieu
- Chelsey Napoleon, Clerk, Orleans Civil

3:00-4:30

GENERAL SESSION "Managing a Multi-Generational Workforce"

(Premier 2-3)

- Jacqueline Nash Grant, Attorney at Law, Professor of Law, Southern University Law Center

4:45-5:45 p.m.

Cocktail Hour

Sponsored by **KINETIX**

Friday, August 23

7-8:30 a.m. **Breakfast** (Premier 1)

8:30-11:30 a.m.

GUMBO PANEL (Premier 2-3) **"ERIN"**

- Brandon Abadie, Administrator, East Baton Rouge

"The Rules Are Your Friends at the Courts of Appeal"

- Robin Jones, Clerk of Court 2nd Circuit Court of Appeal

"Birth Certificates"

- Denise Oguinn, Dir. of Operations
- Charlotte Sykes, Director of Quality Management Office of Vital Records & Statistics

"Media in Elections"

- Kim Turlich-Vaughan, Clerk, Plaquemines Parish
- Brandon Abadie, Administrator, EBR
- Stefanie Duhon, Records Administrator, Lafayette

Evaluations & Adjourn

Complete One Form for Each Participant (Please indicate workshop choices for each person)



Registration Form

**71st Session
LA Clerks of Court
August 20-23, 2024
Baton Rouge Crowne Plaza**

Name _____

Nickname _____

Title _____

Agency _____

Address _____
Street or PO Box

City/State/Zip _____

Phone () _____

Email _____

To assist in confirming counts, please indicate the workshops and functions you plan to attend:

Breakout Workshops (choose only one in each group)

Wednesday, August 21 (2:15-3:15 p.m.)

- Clerks Only
- Deputies: Expungements
- Deputies: Personal Branding and Self Awareness

Wednesday, August 21 (3:30-4:30 p.m.)

- Clerks Only (cont'd)
- Deputies: Protective Orders
- Deputies: Team Building: Understanding Your Role

Thursday, August 22 (1:15-2:45 pm)

- Smaller Parishes (0-20 employees)
- Medium-sized Parishes (21-60 employees)
- Larger Parishes (over 60 employees)

Luncheons Wednesday Thursday

Socials Tuesday Wednesday

Will you stay over for the Friday morning GUMBO Panel?

- Yes No

PLEASE MAKE HOTEL RESERVATIONS AS SOON AS POSSIBLE!

Call (225) 925-2244 or go contact Billie for link. Use group code CCI for the LA Clerks of Court room block. Rate is \$107 and includes breakfast in meeting area each morning. You can also click on link from Clerks website.

Room Block Released July 30, 2024

Registration Fee:

Full Institute

- \$300 without LCCA Associate Membership
- \$275 with LCCA Associate Membership

(\$25 discount for additional persons from same office after first five register as full time registrants.)

\$175 One Day Rate

Date: _____

\$100 One Session Rate

Session _____

\$25 late fee after 7/30/2024

\$30 guest luncheon

Wednesday Thursday

\$_____ **Total Fee Paid**

Check payable to:

LA Clerks of Court Institute

PO Box 1029

Gonzales, LA 70707-1029

Phone: (225) 644-0619

Fax: (225) 644-0122

Email: cctripp@eatel.net

Credit Card Payment

- VISA MasterCard Am Express

Card # _____

Exp Date _____

CVV# _____

Card Address _____

Card Zipcode _____